
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: August 31, 2006

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: INTERNATIONAL BUSINESS COLLEGE - INDIANAPOLIS
ASSOCIATE OF APPLIED SCIENCE DEGREE IN
DENTAL ASSISTING**

Staff Recommendation

The commission staff recommends that International Business College - Indianapolis be granted the authority to award the Associate of Applied Science degree in the following program with the stipulation that the Instructor Qualification Forms and supportive documentation be submitted for the faculty members who will be teaching the Dental courses prior to this program's start date:

AAS – Dental Assisting

Background Information

International Business College is nationally accredited by the Association of Independent Colleges and Schools.

This program includes 69 semester-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meet the criteria as stipulated in 570 IAC 1-10.1-4

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms



June 13, 2006

Ms. Rebecca Carter
Director of Regulatory Compliance
Commission on Proprietary Education
302 West Washington, Room E201
Indianapolis, IN 46204

Dear Rebecca:

Enclosed is our application for our new associate degree, Dental Assisting. We plan to start this program in September 2007 but would like to begin selling it as soon as possible.

We would appreciate your submitting this application for review by your commission at your earliest opportunity. Please call me if you need further information.

Sincerely,

Scharme Smith
Director of Education

Encs.

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution International Business College -- Indianapolis

Name of Program Dental Assisting Associate Degree

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Scharme Smith, Director of Education

Telephone Number 317-813-2301 Application Type

Date the Form was Prepared 6-14-06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the program is for the graduate to be prepared to bring diversified skills to an entry-level position as a Dental Assistant that will increase the effectiveness and efficiency of a dental office. The graduate will assist in four-handed dentistry, preparation of dental materials, taking radiographs, understanding of patient psychology, and counseling patients on oral hygiene, nutrition, and preventative techniques. Specific procedural competencies will involve rubber dams, matrix bands and wedges, Class I-V composites and amalgams, buccal pit and complex amalgams, sealants, and temporary crowns. The graduate also will have reviewed routine office functions such as receiving telephone calls, scheduling appointments, completing medical and dental histories, preparing insurance forms and monthly statements, and greeting patients. Upon meeting graduation requirements, the graduate will receive an associate of applied science degree.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Dental Assisting Associate Degree

TOTAL COURSE HOURS: 69 Check one: Quarter Hours ☐ ☒ Semester Hours

Semester Hours ☐

Clock Hours

LENGTH OF PROGRAM: 16 months TUITION: _____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
DA101	Dental Anatomy	2
DA102	Dental Health Sciences and Nutrition	2
DA103	Principles of Practice Management	2
DA104	Biomedical Science	2
DA111	Chairside Assisting I	1
DA112	Chairside Assisting II	3
DA113	Chairside Assisting III	3
DA114	Chairside Assisting IV	3
DA121	Dental Radiology	3
DA122	Dental Materials I	2
DA123	Dental Materials II	2
DA131	Dental Assisting Extramural	6
DA201	CDA Review	2
DA211	Expanded Function Dental Assisting I	3
DA213	Expanded Function Dental Assisting II	2
DA215	Expanded Function Dental Assisting III	1
DA231	Expanded Function Dental Assisting Extramural	6
EN101	Business Communications I	2
EN102	Business Communications II	2

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN201	Written Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS205	Sociology	4

Number of Credit/Clock Hrs. in Specialty: 53 / 69 Percentage: 77
Number of Credit/Clock Hrs. in General Courses: 16 / 69 Percentage: 23

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The International Business College library is located in the eastern corridor of the building. It is open from 7:30 a.m. to 5 p.m. A part-time librarian and an assistant are available to assist students.

2. Number of volumes of professional material:

At present there are 2,699 volumes on a count available in the library.

3. Number of professional periodicals subscribed to:

At present we subscribe to 66 periodicals.

4. Other library facilities in close geographical proximity for student access:

The Lawrence Public Library is located one mile from International Business College. Internet access is available for research at International's library and at the Lawrence Public Library.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 6 **Full-time:** 2 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Holly Bales	BA, MLS		21	4	x	
Lisa Brittain	BS,MS		1	2		x
Paula Coffey	MBA, PHD		2	1	x	
Savage, Steve	BA,MA		5	19		x
Spector, Jen	BS,JD		1	1		x
Wilhelmus, David	BS,SLS,JD		6	10		x
We have not yet hired						
the dental assisting						
instructors. In choosing						
candidates, we will						
adhere to the						
requirements of the						
American Dental Assn.						
We will provide						
instructors' qualification						
records when they are						
hired.						

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Coffer	Paula	Jean
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
New Mexico State University	Las Cruces, NM	BBA Managerial Accounting	1975	1977
Ball State University	Muncie, IN	MBA Business Administration	1984	1985
Suffield University	Twin Falls, ID	PhD Business Administration	2005	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
US Army	Ft. Harrison, IN	Dir. Military Pay Office	1970	1994
Indiana University	Bloomington, IN	Financial Analyst	1998	2000
National Credit Union Administration	Alexandria, VA	Federal Examiner	2000	2002
ATA Airlines	Indianapolis, IN	Financial Analvst	2002	2004

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Spector	Jen	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Xavier University	Cincinnati, OH	BS Organizational Communications	1989	1993
Indiana University	Indianapolis, IN	J.D. Law	1994	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Marion County Probation	Indianapolis, IN	Probation Officer	1993	1994
Marion Co. Drug Treatment Court	Indianapolis, IN	Attorney	1999	2000
Health and Hospital Corporation	Indianapolis, IN	Attorney	2000	2004
International Bus. College	Indianapolis, IN	Instructor	2005	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Univ. Evansville	Evansville, IN	B.S. Criminal Justice	1970	1973
Westen Michigan Univ.	Kalamazoo, MI	Rehabilitation	1975	1977
Indiana University	Indianapolis, IN	Law J.D.	1977	1980
Indiana University	Bloomington, IN	Library Science MLS, SLS	1990	1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Attorney at Law	Indianapolis, IN	Lawyer	1980	1989
Ivy Tech State College	Indianapolis, IN	Instructor	1989	1992
Martin University	Indianapolis, IN	Instructor	1992	1999
International Bus. College	Indianapolis, IN	Instructor	2000	Present

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